

WebAdMIT Application Review Process Manual

Accessing WebAdMIT

- **Log In to myCoyote:**

- Navigate to [myCoyote](#) and log in.
- Go to **“Administrative Systems”** and select the **“WebAdMIT”** tile.



- **Navigating the Dashboard:**

- Ensure you are in the correct **“Organization”** (*Graduate, Credential, or Extension*) and **“Cycle”** using the top-right drop-down box.
- View applications by **“Local Status”** on the dashboard. Click the Cal State Apply logo to return to the dashboard at any time.

The screenshot shows the WebAdMIT dashboard. At the top left is the 'CAL STATE APPLY' logo with a red arrow pointing left. At the top right is a navigation bar with 'Dashboard', 'Account', and 'Logout' links, and a dropdown menu for 'Cal State Apply / San Bernardino Graduate (2024 - 2025)'. Below the navigation bar is the header 'California State University | San Bernardino Graduate | 2024 - 2026 Cycle | Admissions'. The main dashboard area is titled 'Dashboard' and contains several sections:

- Applicants:** A sidebar menu with options like Search, Search Assignments, Search Interviews, Clipboard, In Progress Applicants, On Hold Applicants, Undelivered Applicants, Search Correspondence, Add Direct Applicant, Applicant Lists, Reports & Exports, Management, and Help.
- Transfer Settings from Previous Setup**
- Recently Submitted Designations:** A table with columns: Name, Cal State Apply ID, Designation, and Date Submitted.

Name	Cal State Apply ID	Designation	Date Submitted
Carrillo, Je		General Second Bachelor's Degree (Fall)	May 21, 2024
Otero, Flor		RN to BSN Concurrent Enrollment Pathway (PostBac) (Fall)	May 21, 2024
AKTER, R		Business Administration - Management (Fall)	May 21, 2024
Gurbanov,		Information Systems and Technology - Cyber Security (Fall)	May 21, 2024
Coleman, I		RN to BSN Concurrent Enrollment Pathway (PostBac) (Fall)	May 21, 2024
- Designations by Local Status:** A list of status categories with counts, such as '3296 None', '22 Incomplete - Missing Transcripts', '159 Ready for Department Review', and '583 Admitted in PS (Grad Studies Use Only)'. A red arrow points from the top right of the dashboard to this section.

Finding Applicants/Reviewing Applications

- Search for Applicants:
 - Click “Applicants” then “Search.”
 - Search by Local Status, such as “Ready for Department Review.”

— CAL STATE —
APPLY

Dashboard Account Logout
Cal State Apply / San Bernardino Graduate (2024 - 2025)

California State University | San Bernardino Graduate | 2024 - 2025 Cycle | Admissions

▼ Applicants

Search

Search Assignments

Search Interviews

Clipboard

In Progress Applicants

On Hold Applicants

Undelivered Applicants

Search Correspondence

Add Direct Applicant

Search Applicants

Active Filters: None

Last Name

First Name

Cal State Apply ID

State/Province

Email Address

Applicant Type

Applicant Specific Deadline

Start Term

Application Status

Local Status

Decision Code

Designation Submitted Date

Designation

Application Last Changed On

Reviewer

Preferred Phone Number

Hide Filters

Sort Results

About Searching Applicants

WebAdMIT offers several search pages for you to quickly search and filter applicants. The Search page is where you can conduct a general search.

Review the [Searching for Applicants](#) documentation in the [WebAdMIT Help Center](#) for more information on how to work with this feature.

- Alternatively, click “Ready for Department Review” on the right-hand side menu for a list of applications ready for review.

Dashboard Account Logout
Cal State Apply / San Bernardino Graduate (2024 - 2025)

California State University | San Bernardino Graduate | 2024 - 2025 Cycle | Admissions

▼ Designations by Local Status

3293 None

23 Incomplete - Missing Transcripts

5 Incomplete - Work in Progress

7 Incomplete - Domestic Students

10 Queue - Eligible for Consideration

0 Queue - Transcripts Prescreened

2 Pre-Processing Decision (Grad Studies Use Only)

0 Pre-Processing Decision Ready (Grad Studies Use Only)

9 Request for Appeal

0 Early Summer Start

159 Ready for Department Review

0 Ready for Department Review (DEFERRED)

111 Pending Program Materials

3 Pending Faculty Review

53 Ready for Faculty Review

1 Ready for Committee Review

0 Ready for Interview

21 Reviewed - On Hold

10 Reviewed - Admitted

0 Accept - Classified

0 Accept - Conditionally Classified

1 Denied

0 Denied - Contact for Program Change

3 Student Declined

2 Application Withdrawn

- **Accessing Applications:**
 - Click the student's name to open their application.

← Prev 1 2 3 4 5 **6** Next →

<input checked="" type="checkbox"/>	Name & Cal State Apply ID	Email	Designation	Appl. Status	Local Status	Decision
<input checked="" type="checkbox"/>	Vang, Victoria 		Biology (Fall)	 Complete	Ready for Department Review	None

Application Sections

- **Documents:**
 - There are several tabs that include the full application PDF, unofficial transcripts, program materials, and other supporting documents.
 - Download the application using the **“Full Application PDF”** link.

Documents			
Document	Designation	Received	Last Printed Date
 Full Application PDF 	Biology (Fall)	May 15 2024	-

- **GPA Summary:**
 - The **“Graduate Applicant GPA Summary Worksheet”** is available in the **“Admissions Uploaded Documents”** tab.
 - Additional documents uploaded by the office will be under **“Admissions Uploaded Documents.”**

Documents		
Attached Document Name	Upload Date	Uploaded By
GPA Summary  	May 15 2024	Cecilia Farmer
Evaluation Transcripts 	May 15 2024	Kimberly De Leon

Limit of 15mb per file, 8 files per Applicant. Allowed file types are: .pdf, .doc, .docx, .txt

Description: No file selected.

Making a Decision

- **Changing Local Status:**
 - Update the local status in the “**Designations**” section to one of the following:
 - *Accept – Classified*
 - *Accept – Conditionally Classified*
 - *Denied*
 - *Student Declined*
 - *Application Withdrawn*

Designation	Local Status	Decision Code	Application Status	Submitted Date	Completed	Last Exported	Details
Biology (Fall)	Ready for Department Review		Complete	May 15 2024	May 15 2024	-	Details

- **Providing Conditions or Reasons:**
 - For conditional admissions or denials, add details in the “**Notes**” section.
 - If admitting a student who applied to both a master’s and credential program, provide:
 - *Credential Status number*
 - *Credential Class number*
 - *Single Subject Matter Area number*

No notes entered.

New Note

***** Note:** Do not admit students who are not in “Ready for Department Review” status. ***

Post-Review Process

- After entering your decision, graduate admissions evaluators will update PeopleSoft accordingly.
- Students will receive an official email regarding the admissions decision the following day.
- If students wish to appeal the initial admission decision, they must follow the [appeal instructions](#) and submit the [Graduate Admission Appeal Form](#) within 15 days of receiving the denial notification.

Sending Batch Emails

This feature will facilitate communication with in-process applications when programs seek to engage in recruitment efforts or provide information sessions.

- **Search Applicants:**
 - Use **“Search applicants”** to find **“In Progress”** applicants. These applications are not yet finalized in Cal State Apply and will not be processed until the application fee is paid.

Search Applicants

Active Filters: None

Hide Filters | Sort Results ▼

Last Name

First Name

Cal State Apply ID

State/Province

Email Address

Applicant Type

Applicant Specific Deadline

Start Term

Application Status

Local Status

Decision Code

Designation Submitted Date

Designation

Application Last Changed On

Reviewer

Preferred Phone Number

Search | Reset Criteria

- **Compose and Send Email:**
 - Click **“Search Actions”** and select **“Email Checked Applicants.”**

Search Applicants

Active Filters: Application Status equals 'In Progress'

3266 applicants

Last Name

First Name

Cal State Apply ID

State/Province

Email Address

Applicant Type

Applicant Specific Deadline

Reviewer

Hide Filters | Search Actions | Sort Results ▼

- Add Checked Applicants to Clipboard
- Assign Checked Applicants
- Interview Checked Applicants
- Change Checked Applicants' Status
- Clear Last Printed Date for ALL Docs for Checked Applicants
- Email Checked Applicants
- Clear Last Exported Date Timestamp for Checked Applicants
- Update Custom Fields for Checked Applicants
- Save Search Results as List

- Select “**CSUSB Template**” and compose the email. Ensure to fill in the “**Subject**” field.

New Email

To: "Theophilus Mensah" <[redacted]>
 "Conner R. Crosby" <[redacted]>
 "Motahare Mirzaee" <[redacted]>
 and 9 more...
Applicants will not be visible to each other.

Cc: Myself <[redacted]>
 CSUSB Graduate Admissions CSUSB Graduate Admissions <gradadmissions@csusb.edu>
 CSUSB Graduate Recruitment CSUSB Graduate Recruitment <gradrecruitment@csusb.edu>
 CSUSB International Admissions CSUSB International Admissions <international@csusb.edu>
 [redacted]

Bcc: Myself <[redacted]>

Reply-To: Myself <[redacted]>
 CSUSB Graduate Admissions CSUSB Graduate Admissions <gradadmissions@csusb.edu>
 CSUSB Graduate Recruitment CSUSB Graduate Recruitment <gradrecruitment@csusb.edu>
 CSUSB International Admissions CSUSB International Admissions <international@csusb.edu>
 No-Reply No-Reply <No-Reply@no-reply.csusbgraduatestudies.edu>

Template: CSUSB Template 

Subject: Your Application 

Priority: Normal

Attachments: [Add Attachment](#)

[Send](#) [Save Draft](#) [Send preview...](#) [Return to Search Results](#)

- The system will generate the student’s first name, last name, CAS ID, and Coyote ID for you.
- Click “**Send.**” Student responses will go to your CSUSB email.

B I U | Font | 16 |            



Dear ,

CAS ID:

Coyote ID:

- Your content here -

***** Note: Find all email communications in the student application’s “Emails” section. *****